

Appendix I

LOGISTICS MANAGEMENT OFFICE

1. Exercises staff supervision over District logistics activities; implements Command Supply Discipline Program (CSDP); and conducts office inspections to ensure compliance with Logistics policies and procedures.
2. Develops District-wide policies and procedures for supply, transportation, maintenance and facilities management. Manages operations in these areas for support provided to the District headquarters and field offices.
3. Serves as the District point of contact and overall advisor to the commander and staff regarding all Logistics matters.
4. Manages the District career programs in the Logistics arena: CP-12, CP-17 and CP-24.
5. Plans, directs and executes the maintenance program for all civil and military personal property both owned or leased by the District. Is the program manager for the personal property maintenance functions of life cycle management. Provides technical assistance and guidance concerning maintenance procedures, record keeping, repair parts, training, and management practices. Administers special maintenance programs such as: Army Warranty, Tests Measures and Diagnostic Exam (TMDE), Army Oil and Analysis Program (AOAP), and modifications to include the Department of Army modification work order for military standard equipment and contract maintenance.
6. Develops a maintenance plan to ensure an efficient and effective District maintenance program.
7. Oversees the Hazardous Waste Disposal Program for the District and functions as the District's Hazardous Waste Officer.
8. Develops Section III Equipment Allowance for the District's Table of Distribution and Allowances (TDA) for military-funded property. Implements and certifies authorization for civil-funded property (CPAD). Exercises Local Commander Authorized Approval (LCAA) authority.
9. Serves as the District Transportation Officer and Travel Order Authenticating Official.
10. Coordinates and reviews all Logistics input for inter/intra-service support agreements.
11. Serves as a member of the Emergency Operations team responsible for planning and implementing support to contingency operations in the areas of lodging, transportation, supplies, and property accountability and maintenance.
12. Uses internal control management checklists to detect material weaknesses in Logistics and to safeguard against misuse of Logistics resources.

13. Develops the cost budget for the Honolulu Engineer District (POH) logistics activities.
14. Serves as alternate chair for the District Facilities Improvement Committee (FIC), which reviews and coordinates actions regarding the improvement of the District's facilities and related issues.
15. Develops and enforces local supply management policies and procedures.
16. Performs the functions of Property Administrator. Administers civil and military contracts having government-furnished property (GFP), salvage property, government furnished equipment (GFE) and government owned-contractor operated equipment. As property administrator for the contracting officer, conducts joint inventory with the contractor at the beginning and completion of each separate contract.
17. Maintains the accountable property records. Serves as the District Property Book Officer for all non-expendable property. Performs functions of property management, i.e., marking, inventorying and controlling accountable property. Serves as the Accountable Property Officer for account WX3JR9.
18. Reviews and processes reports of survey for incidents involving accountable property loss, damage or destruction.
19. Develops and manages procedures to acquire commonly used office supplies from GSA. Encourages use of IMPAC VISA card by District personnel.
20. Requisitions MILSTRIP and FEDSTRIP requirements.
21. Determines acquisition authorizations for personal property. Maintains an Authorization and Allowances (A&A) Program for all District elements to determine need, authorization and source of supply. Verifies price, quantity, Urgency of Need Designator (UND), National Stock Number (NSN) and source of supply for all items requested via DA Form 3953 (PR&C). Determines appropriateness of authorizations per applicable Common Table of Allowance (CTA), Civil Property Authorization Document (CPAD) or other allowance documents.
22. Prepares and maintains the District CPAD.
23. Manages the personal property disposal program. Ensures internal and external excess property listings are used, when practical, to fill property needs. Coordinates for or performs inspection and acceptance of all materiel, supplies and equipment purchased or transferred by the government, including materiel and equipment ordered by contractors to be incorporated into construction projects utilizing Military Air or APO mode of shipment. Coordinates with local DRMO/GSA for sale of excess property. Prepares documentation for turn-in of material related to the Hazardous Waste Program.
24. Performs usage checks of the organization to assure maximum and proper use of available supplies, materials and equipment. Initiates action to effect redistribution of excess items in cooperation with operating officials.

25. Manages and performs warehouse functions for the storage and protection of personal property. Maintains historical records for warehouse forklift licensed operator.
26. Manages receiving section for proper receipt and distribution of equipment, supplies and material. Issues policies and guidance for receiving activities on project sites. Designates receiving agents at alternate locations.
27. Implements policies on “repair” versus “replace” criteria for personal property supply and equipment section. As maintenance coordinator for office equipment and furnishings (less ADP), obtains repair services and administers maintenance contracts for such.
28. Provides furniture and equipment repair and maintenance services. Serves as the maintenance coordinator for furniture and office equipment (less ADPE) maintenance requirements.
29. Develops and enforces District motor vehicle policies and procedures. Manages acquisition, repair and replacement of the vehicle fleet consisting of Army owned and GSA provided vehicles. Maintains historical records for all vehicles. Serves as maintenance coordinator for vehicles.
30. Operates administrative motor pool. Maintains District vehicle dispatch control log and monitors vehicle usage to ensure trip purpose, authorization and destination are properly entered. Monitors vehicle usage and prepares vehicle utilization reports.
31. Serves as alternate transportation officer and travel order authenticating official. Responsible for travel management, including developing local policies and procedures, authenticating and publishing Temporary Duty (TDY) and Permanent Change of Station (PCS) travel orders and providing travel support services, either through in-house travel services or contract services.
32. Prepares theater clearance requests and Invitational Travel Orders for the District and contractor personnel.
33. Provides facilities maintenance services through in-house resources or contract or non-District personnel (DPW). Serves as point of contact for facilities maintenance performed by non-District personnel. Prepares and maintains status of Facility Engineer Work Requests (DA Form 4283). Maintains log of in-house work requests.
34. Serves as Contracting Officer's Representative (COR) for custodial contract services.
35. Makes minor alterations to office space and provides moving services through use of in-house or contract labor.
36. Manages office space for all district offices.
37. Arranges for cargo movement of property by commercial and military carriers. Processes Transportation Control Movement Document (DD Form 1384-2) for movement of material. Coordinates acquisition of Department of Defense Activity Address Code (DODAAC) numbers for Corps contractors as required.

38. Serves as District Aviation Manager, processing all requests for aviation assistance to ensure compliance with regulatory guidance.

39. Serves as the District Fire Marshal.

40. Serves as the District real property accountable officer and manages the real property program, including program planning, development and reporting. Serves as POC with host installation real property personnel on questions of building alterations and workspace allocation requirements.